



Public Record Office Standard

PROS 01/01

PUBLIC RECORD

Authority

General Retention & Disposal Authority for School Records

Version 2010

01/01	Issue Date: 02/03/2001	Expiry Date: 02/03/2011
Variation 1	Issue Date: 21/01/2002	Expiry Date: 02/03/2011
Variation 2	Issue Date: 22/12/2008	Expiry Date: 02/03/2011
Variation 3	Issue Date: 29/10/2010	Expiry Date: 31/07/2013

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PUBLIC RECORDS ACT 1973
(Section 12)

GENERAL DISPOSAL SCHEDULE FOR SCHOOL RECORDS

Public Record Office Standard (PROS) 01/01

Variation 1:

In accordance with Section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to School Records, issued as Public Record Office Standard (PROS) 01/01 on 02/03/2001, as follows:

Class 1.2.0 – School Planning and Reporting

The sentence for this class is to be altered to **Permanent**, transfer to PROV after administrative use is concluded.

This Variation shall have effect from its date of issue until 02/03/2011.

[Signed]

Michael Tinsley
Acting Keeper of Public Records

Date of Issue: 21/01/2002

Public Record Office Standard 01/01
Variation 1

PUBLIC RECORDS ACT 1973
(Section 12)

GENERAL RETENTION AND DISPOSAL AUTHORITY FOR SCHOOL RECORDS

Public Record Office Standard (PROS) 01/01

Variation 2:

In accordance with Section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to School Records, issued as Public Record Office Standard (PROS) 01/01 on 02/03/2001. The following classes have been included in the Standard:

Class	Description	Disposal Action
3.3.3	Individual Enrolment and Withdrawal Records for Senior Secondary Qualifications	Temporary, Destroy 2 years after student's departure from the school
3.5.3	Individual student examination papers	Temporary, Destroy 4 months after notification of final result
3.5.4	School based assessment tasks not returned to students	Temporary, Destroy 4 months after notification of final result
3.5.5	Records of Special Provision	Temporary Destroy 1 year after the student's departure from the school

Class 3.5.0 has been retitled as Assessment and Reporting

Class 3.6.0 has been retitled as Achievement Monitoring

This Variation shall have effect from its date of issue until 02/03/2011.

[Signed]

Shauna Hicks
Acting Keeper of Public Records

Date of Issue: 22/12/2008

Public Record Office Standard 01/01
Variation 2

PUBLIC RECORDS ACT 1973
(Section 12)

GENERAL DISPOSAL SCHEDULE FOR SCHOOL RECORDS

Public Record Office Standard (PROS) 01/01

Variation 3:

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to the General Retention & Disposal Authority for School Records, issued as Public Record Office Standard (PROS) 01/01 on 02/03/2001, as follows:

Extension of the application of this Standard until 31/07/2013

This Variation shall have effect from its date of issue.

[Signed]

Graeme Hairsine
Acting Director and Keeper of Public Records

Date of issue: 29 October 2010

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Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the Act for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the Act.

1 Introduction

1.1 Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*.

The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

1.2 Context of this Authority

1.2.1 Public Record Office Victoria Standards

This Authority should be used in conjunction with the standards issued by the Keeper of Public Records under section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

1.2.2 Disposal of records identified in the Authority

Disposal of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

1.2.3 Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

1.2.4 The *Crimes (Document Destruction) Act 2006*

It is an offence under the *Crimes (Document Destruction) Act 2006* for individuals or organisations to destroy documents that they know are reasonably likely to be required in a future legal proceeding, with the intention of keeping the documents out of evidence. Destroying records however in accordance with a valid Authority is lawful as long as the requirements under the *Crimes (Document Destruction) Act 2006* are met.

PROV strongly advises that all agencies familiarise themselves with the requirements under the *Crimes (Document Destruction) Act 2006* and *Evidence (Document Unavailability) Act 2006*, and PROV Advice to Agencies 18: *Crimes (Document Destruction) Act 2006: Implications for government recordkeeping*.

1.2.5 Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

1.3 Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

1.4 Explanation of Authority Headings

CLASS NUMBER

The class number or entry reference number provides citation and ease of reference.

DESCRIPTION

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

STATUS

This entry provides the archival status of each class - either permanent or temporary.

CUSTODY

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria.

Permanent electronic records are to be transferred in VERS Encapsulated Object (VEO) format according to PROS 99/007 *Management of Electronic Records* (Version 2).

The storage of public records identified in this Authority must also be in accordance with the requirements of Public Record Office Standard PROS 11/01 *Storage*.

2 Concurrence of the Public Office

This Schedule has the concurrence of:

Signature: [Signed]

Date: 28/02/2001

Name: Stuart Hamilton

Position: Secretary, DEET

3 Establishment of Standard

Pursuant to Section 12 of the *Public Records Act* 1973, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of Higher and Further Education Institutions.

This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

Signature: [Signature]

Date of Issue: 02/03/2001

Ross Gibbs

Keeper of Public Records

4 Acknowledgements

I wish to extend special thanks to the following people from the Department of Education, Employment and Training's Archives & Records Management Unit for their assistance in the development of this schedule. Particular gratitude is extended to Robyn Ross, Carolyn Theodore, Graeme Tucker and Ray Bradford for their extensive and unfailing support.

Many individuals were helpful in the construction of the Schedule. Particular note should be made of the contribution made by Regional Office staff through out the Department who provided a great deal of advice and of those who participated in the meetings of the Records Forum and CASES Working Party. Special thanks are due to the following:

Legal Services

John Livi
George Drossinos
Shirley Thompson

CASES 21 Information Technology

John Waddington

Schools

Barbara Mathews, Principal, Auburn Primary School
Lisa Ewan, Business Manager, Auburn Primary School
Sue McCullough, Business Manager, Essendon East Keilor District College
Louise Pearce, Principal, St Kilda Primary School
Pat Ling, A/Principal, Mulaunna Secondary College
Marilyn Nicoll, Business Manager, Mulaunna Secondary College

And finally, to Charlie Farrugia who was the Public Record Office Victoria officer responsible for the schedule.

*Ross Gibbs
Director*

5 Further Information

You can obtain relevant publications, supplies of relevant forms, and answers to any enquiries you may have by first contacting your agency's records manager or the Public Record Office Victoria:

Public Record Office Victoria
☎ (03) 9348 5600
Fax (03) 9348 5656
e-mail: agency.queries@prov.vic.gov.au
web: www.prov.vic.gov.au

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7 Retention & Disposal Authority

	FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
1.0.0	SCHOOL ADMINISTRATION		<i>The following is a list of common examples. It is not an exhaustive list.</i>
1.1.0	Council and Committee Meetings		
1.1.1	<p>Council and Committee Meetings The process of preparing business for Council consideration and making the record of discussion, debate and resolutions.</p> <p>This applies also to the records of those committees/councils that preceded School Council ie. School Committees, Advisory Committees and Councils and Boards of Advice.</p>	<p>Permanent Transfer to PROV after administrative use is concluded.</p>	<ul style="list-style-type: none"> • Council Minutes • Council Agenda and business papers • Committee minutes • School plantation minutes • School camp minutes • Pre/After School Care Minutes • Council correspondence • Specific school curriculum presented to Council
1.1.2	Minute taking	<p>Temporary Destroy 1 month after date of confirmation of the minutes.</p>	<ul style="list-style-type: none"> • Draft/rough Minutes • Audio tapes
1.2.0	<p>School Planning and Reporting The planning and reporting activities of Council.</p>	<p>Permanent Transfer to PROV after administrative use is concluded.</p>	<ul style="list-style-type: none"> • Annual financial statements • Annual budgets • Strategy plans • Business plans • Annual reports • Sponsorship/partner-ship records

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
1.0.0 SCHOOL ADMINISTRATION continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
1.3.0 Council Operations		
1.3.1 Activities related to the appointment of council members.	Temporary Destroy 1 year after transaction completed.	• Nomination forms
1.3.2 Declarations of pecuniary interest	Temporary Destroy 7 years after a person ceases to be a School Councillor or a member of a special committee	• Pecuniary interest returns

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
2.0.0 SCHOOL ACCOUNTABILITY The process of managing school accountability: monitoring, evaluation, establishing standards and provision for public reporting.	<i>The following is a list of common examples. It is not an exhaustive list.</i>	
2.1.0 School operation reporting Records maintained for accountability purposes relating to general school operations.		Permanent Transfer to PROV after administrative use is concluded.
2.2.0 School policy reporting Records that support the policy and reporting function to the Department of outcomes of school policies and which are duplicated at Departmental level and within the School Council identified in class 1.1.1.	Temporary Destroy after administrative use is concluded.	<ul style="list-style-type: none"> • School charters • Triennial reviews
2.3.0 Enrolment reporting	Temporary Destroy 7 years after expenditure of monies allocated on a per student basis.	<ul style="list-style-type: none"> • Enrolment audits
2.4.0 Reporting Operations The process of maintaining reporting functions.	Temporary Destroy when administrative use ceases.	<ul style="list-style-type: none"> • Enrolment audit working papers • Draft audit report

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT The process of controlling, monitoring and managing pupil enrolments, attendance, assessment, safety and well being.		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.1.0 Student policy, procedures and strategies Activities that develop student policies, procedures, strategies, code of conduct and behaviour.	Permanent Transfer to PROV after administrative use is concluded.	<ul style="list-style-type: none"> • School policy development records • Equal Opportunity policy • Occupational Health & Safety policy
3.2.0 Student Enrolment – Pre Introduction of CASES Database Activities related to the enrolment of students in the years prior to the adoption of the CASES database by the school.		
3.2.1 Summary Enrolment Records	Permanent Transfer to PROV after administrative use is concluded.	<ul style="list-style-type: none"> • Pupil registers • Enrolment or admission forms (where pupil register does not exist) • Transfer notes (where pupil register does not exist)
3.2.2 Individual Enrolment Records	Temporary Destroy 2 years after administrative use is concluded.	<ul style="list-style-type: none"> • Transfer notes (where pupil register exists) • Enrolment or admission forms (where pupil register exists) • Pre/After School Care Forms

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.3.0 Student Enrolment – Post Introduction of CASES Database Activities related to the enrolment of students in the years after the adoption of the CASES database by the school.		
3.3.1 Summary Enrolment Records	Permanent Transfer to PROV after administrative use is concluded in agreed PROV format.	<ul style="list-style-type: none"> • CASES 21 enrolment database
3.3.2 Individual Enrolment Records	Temporary Destroy 2 years after administrative use is concluded.	<ul style="list-style-type: none"> • Transfer notes • Enrolment or admission forms • Pre/After School Care Forms •
3.3.3 Individual Enrolment and Withdrawal Records for senior Secondary Qualifications Enrolment of students for senior secondary qualifications and examinations administered by the VCAA including the General Achievement Test (GAT). For student enrolment records maintained by the Victorian Curriculum Assessment Authority (VCAA) see RDA for Curriculum and Assessment Functions	Temporary Destroy 2 years after the student's departure from the school.	<ul style="list-style-type: none"> • Enrolment forms • Student exit forms

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.4.0 Student Attendance and Behaviour The management and monitoring of student admissions, attendance, behaviour, transition from Primary to Secondary schools.		
3.4.1(a) Student Attendance The process that permits and registers attendance at school. This includes daily and periodic attendance.	Temporary Destroy 6 years after end of school year in which the entry was made.	<ul style="list-style-type: none"> • Attendance Rolls • CASES 21 absence entries • CASES 21 attendance database
3.4.1(b) Parents Approval for student Attendance Records signed by parents relating to student attendance (excludes records relating to camps and excursions).	Temporary Destroy 1 year after action complete.	<ul style="list-style-type: none"> • Absence notes • School placement forms • Religious instruction forms
3.4.2 Suspension and Welfare Records Records relating to the student's well being while attending school (excludes expulsion records).	Temporary Destroy 1 year after departure from school.	<ul style="list-style-type: none"> • School exemption records • Irregular attendance records • School bus entitlement records • Inter student problems correspondence and reports • Notice of suspension • Interactive report cards

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.4.3 Expulsion Records Records relating to disciplinary action resulting in expulsion.	Temporary Destroy within 1 year of pupil's expulsion or ceases to be of school age, whichever is the later.	<ul style="list-style-type: none"> • Notice of suspension • Notice of expulsion • Review panel reports • Expulsion reports
3.4.4(a) Camps and excursions management – no accident(s) occurring Records that support the administration of school camps and excursions in instances where no accident(s) occurred.	Temporary Destroy 7 years after excursion/ camp.	<ul style="list-style-type: none"> • Camp/excursion permission forms • Confidential medical forms • Camp notices to parents • School Council/Regional Office approval notices
3.4.4(b) Camps and excursions management – accident(s) occurring Records that support the administration of school camps and excursions in instances where accident(s) occurred.	Temporary Destroy 20 years after excursion/camp.	<ul style="list-style-type: none"> • Camp/excursion permission forms • Confidential medical forms • Camp notices to parents • School Council/ Regional Office approval notices
3.4.5 Accident reporting The reporting of accidents that occur at school or school related activities such as sporting events.	Temporary Destroy 20 years after last entry.	<ul style="list-style-type: none"> • Accident register • Accident forms • CASES 21 accident database

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.4.6 Incident reporting Reporting of incidents that occur at school or school activities that are not documented within Departmental reporting systems such as Office of Emergency Management or Insurance & Risk Management.	Temporary Destroy 7 years after administrative use is concluded.	<ul style="list-style-type: none"> • Incident register • Incident diary • Incident notebook • CASES 21 database
3.4.7 Work Experience Records that support the management of School Work Experience.	Temporary Destroy 7 years after completion of Work Experience.	<ul style="list-style-type: none"> • Work Experience register • Work Experience application • Teacher evaluation form • School research sheet • Employers report
3.5.0 Student Assessment and Reporting School based assessment of Victorian students for Prep -10 curriculum and senior secondary qualifications. Includes the marking of school examination papers and assessment tasks, and the management and reporting of results.		
For records of student assessment managed by the VCAA see RDA for Curriculum and Assessment Functions		

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.5.1(a) Reporting - Students leaving State education system during or after years 9 or 10 or 11, or 12 – final report issued.	Permanent Transfer to PROV after administrative use is concluded.	<ul style="list-style-type: none"> • Year 9, or 10, or 11 or 12 report [final report issued]
3.5.1(b) Reporting - Students leaving State education system during or after years 9, 10,11 & 12 – other than final report issued.	Temporary Destroy 30 years after departure from school.	<ul style="list-style-type: none"> • Year 9, 10,11 & 12 reports [excluding final report issued]
3.5.2 Reporting-- Students leaving State education system during years prep to year 8 inclusive.	Temporary Destroy 6 years after departure from school.	<ul style="list-style-type: none"> • Year prep – 8 reports
3.5.3 Individual student examination papers for the Prep – 10 Curriculum containing student responses to examination questions, and marking sheets containing assessment data.	Temporary Destroy 4 months after notification of final result	<ul style="list-style-type: none"> • Examination script books • Marking sheets
For examination records for senior secondary qualifications see RDA for Curriculum and Assessment Functions.		
3.5.4 School based assessment tasks not returned to students.	Temporary Destroy 4 months after notification of final result	

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
<p>3.5.5 Records of Special Provision Records of students' requests for special examination arrangements and applications for Derived Examination Scores</p> <p>For records of special provision received and maintained by the VCAA see RDA for Curriculum and Assessment Functions.</p>	<p>Temporary Destroy 1 year after the student's departure from the school</p>	
<p>3.6.0 Achievement Monitoring Measurement of student competencies to create student benchmarks, comparisons and statistics.</p> <p>Reporting to the Department on English and Maths outcomes is stipulated in Curriculum Standards Frameworks for every child at every year level via CASES. Statistics form the basis of school annual report.</p>		
<p>3.6.1 The process of managing State and National standardised testing</p>	<p>Temporary Destroy after administrative use is concluded.</p>	<ul style="list-style-type: none"> • All National/State bench-marking tests issued to students at specific grade levels as determined by the Department.

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.6.2 The process of managing internal testing and reporting	Temporary Destroy after administrative use is concluded.	<ul style="list-style-type: none"> • Achievement tests • Achievement reports.
3.7.0 Student Reference The maintenance of information to assist student management during the period of enrolment.	Temporary Destroy 1 year after departure from school.	<ul style="list-style-type: none"> • Cumulative student files containing samples of students work • Secondary placement forms • Medical details • Parental information • Copy of immunisation record.
3.8.0 Student Services Support Programs The process of monitoring student services programs: includes Counselling Guidance & Clinical Services, Special Education Units, Special Accommodation Units, Visiting Teacher Services, Integration Teachers, Disability and Impairment, outsourced professionals and other specialist services. It also includes any program or system that supercedes these services.		

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.8.1 Establishing and managing student services and disability and impairment programs.	Permanent Transfer to PROV after administrative use is concluded.	<ul style="list-style-type: none"> • Indexes to program • Registers of program • Electronic database of student registrations • Electronic database of summary of submissions • Minutes of program meetings
3.8.2 Student support data collection records utilised for allocation of funds.	Temporary Destroy 2 years after administrative use is concluded.	<ul style="list-style-type: none"> • Integration submissions • Disability & Impairment submissions
3.8.3 Student Services Support Program Case Management The process of managing individual student services and disability and impairment cases.		
3.8.3(a) Single transaction cases The process of managing and recording student services and disability and impairment cases requiring a single transaction.	Temporary Destroy 7 years after transaction.	<ul style="list-style-type: none"> • Student Services files and disability and impairment files (except files of children with a surname beginning with the letter P)

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
3.0.0 STUDENT MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
3.8.3(b) Multiple transaction clients The process of managing and recording student services and disability and impairment cases requiring multiple transactions.	Temporary Destroy 30 years from date of birth of client.	<ul style="list-style-type: none"> • Student Services files and disability and impairment files (except files of children with a surname beginning with the letter P)
3.8.3(c) Permanent sample A sample of files is to be constructed for transfer to PROV. The sample is to comprise all Student Services and Disability and Impairment files of children with a surname beginning with the letter P.	Permanent Transfer to PROV after administrative use is concluded.	<ul style="list-style-type: none"> • All Student Services and disability and impairment files of children with a surname beginning with the letter P

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
<p>4.0.0 SCHOOL CURRICULUM The process of implementing mandatory materials developed by the State Office, and the development of specific programs to suit various school communities.</p> <p>Refer to class 1.1.1 Council and Committee Meetings for records documenting the development of school curriculum policy.</p>	<p>Temporary Destroy when superseded.</p>	<p><i>The following is a list of common examples. It is not an exhaustive list.</i></p> <ul style="list-style-type: none"> • Working papers • Drafts • Copies of reports
<p>4.1.0 Curriculum Development The process of maintaining revisions to curriculum units specific to the school.</p>		

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
<p>5.0.0 RECORDS MANAGEMENT The activity of carrying out a program of records management as required under the <i>Public Records Act 1973</i>.</p>		<p><i>The following is a list of common examples. It is not an exhaustive list.</i></p>
<p>5.1.0 Official Correspondence The maintenance of official school correspondence records.</p> <p><i>Note: Official school correspondence should be arranged into two categories: Operational Correspondence Files and Routine Correspondence Files and documents filed and classified accordingly</i></p> <p>Refer to class 1.1.1 Council and Committee Meetings for School Council correspondence.</p>		
<p>5.1.1 Operational Correspondence Files Operational can be defined as having more than one business transaction with short to mid term administrative use.</p> <p>They are also classified as records of ongoing business value. This includes electronic mail messages.</p>		

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
5.0.0 RECORDS MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
5.1.1(a) Operational correspondence files covered by this schedule or the <i>General Disposal Schedule for Common Administrative Records</i>	Temporary Dispose of records in accordance with the provision of this schedule or the <i>General Disposal Schedule for Common Administrative Records</i> .	<ul style="list-style-type: none"> • Correspondence files – operational
5.1.1(b) Operational files not covered by this schedule or the <i>General Disposal Schedule for Common Administrative Records</i>.	Temporary Destroy 7 years after operational requirements have concluded.	<ul style="list-style-type: none"> • • Inter school correspondence • Notices to parents
5.1.2 Routine Correspondence Files Routine can be defined as a simple transaction of little administrative use that is not directly linked to the functions of the School or are duplicates of original material held within other files of the Department. The material is of routine or short-term facilitative value. This includes electronic mail messages.		

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
5.0.0 RECORDS MANAGEMENT continued		<i>The following is a list of common examples. It is not an exhaustive list.</i>
5.1.2(a) Routine correspondence files covered by this schedule or the <i>General Disposal Schedule for Common Administrative Records</i>.	Temporary Dispose of records in accordance with the provisions of this schedule or the <i>General Disposal Schedule for Common Administrative Records</i> .	<ul style="list-style-type: none"> • Correspondence files – routine
5.1.2(b) Routine correspondence files not covered by this schedule or the <i>General Disposal Schedule for Common Administrative Records</i>.	Temporary Destroy when administrative use is concluded.	<ul style="list-style-type: none"> • Memoranda and correspondence from State Office or Regional Offices • Copies of official newsletter of Department • Letters of appreciation, congratulations, sympathy, seasonal greetings • General inquiries • Unsolicited letters seeking employment • Purchase of office equipment • Duplicate copies of material retained for reference purposes • Lists of parents addresses • Use of school buildings

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
<p>6.0.0 SCHOOL WORKS AND SERVICES The process of managing school buildings including refurbishment projects.</p>	<p><i>The following is a list of common examples. It is not an exhaustive list.</i></p>	
<p>6.1.0 Building maintenance The maintenance of existing facilities and sites. State office maintains all school information on Physical Resource Management Systems (PRMS).</p> <p>Includes records that support the management of the school audit and maintenance identification program and records that support the management of urgent works projects such as:</p> <ul style="list-style-type: none"> • Broken windows • Various vandalism • Blocked sewerage 	<p>Temporary Destroy 7 years after administrative use is concluded.</p>	<ul style="list-style-type: none"> • Annual inspection checklists • Urgent minor works records
<p>6.2.0 Building and grounds renovations/upgrades Records created that support the management of renovations that substantially affect the structure of the property (including grounds) or new construction of government schools. This class includes renovations/upgrades such as:</p> <ul style="list-style-type: none"> • Partial staff administration upgrade • Library upgrade • Physical education upgrade • New or replacement facilities 	<p>Permanent Retain for the life of property or building then transfer to PROV.</p>	<ul style="list-style-type: none"> • Project specifications • 'As built' construction plans • Installation manuals • Certificates of approval

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

FUNCTION DESCRIPTION	DISPOSAL ACTION	EXAMPLES OF RECORDS
7.0.0 “HISTORICAL” RECORDS		<p><i>The following is a list of common examples. It is not an exhaustive list.</i></p>
<p>7.1.0 The formal recording and preservation of a school’s history.</p> <p><i>Note: This class does not include artefacts (such as trophies, plaques and banners) received or created by a school during its existence. Schools should liaise with the relevant Regional Office of the Department during the school closure process for advice on the appropriate disposition of these objects, including transfer to successor schools.</i></p>	<p>Permanent Transfer to PROV after administrative use is concluded.</p>	<ul style="list-style-type: none"> • School histories • Records of major school events and celebrations • School magazines or equivalent • Press clippings that relate to specific school events • School year books • Class photographs • Historical research file • Time capsules (if they contain the only existing examples of records identified in this class)

- Some records created by schools are not included in this schedule but may be destroyed. Refer to the General Disposal Schedule for Common Administrative Records and to the definition of Normal Administrative Practice in the introduction of this schedule.
- Disposal action for all classes specifies the **minimum** retention time.
- Destroy when administrative use is concluded means that the relevant officer can destroy the record when he or she believes that it is no longer required by the organisation.

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BOLD UPPERCASE entries identify Function Level
Bold Titlecase entries identify disposal classes
 Ordinary Titlecase entries identify examples of records

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